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DDA 65-1241

11 MAY 1983

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MEMORANDUM FOR: Comptroller

FROM: Harry E. Fitzwater  
Deputy Director for Administration

SUBJECT: Options for Manpower Reductions

1. As you are aware, the resources contained in our FY-84 Program represent the first major step toward rebuilding our support infrastructure. (The other directorates have all had several years of build-up prior to FY-84.) Nevertheless I recognize the realities of budget cuts and the fact that we must contribute our fair share.

2. At this time, I would decrease our FY-84 position totals along the following lines in order to meet a 95-position reduction:

- a. Office of Training and Education
- Office of Logistics
- Office of Data Processing
- Office of Security
- Office of Finance
- Office of Communications

Total

Comment: The above are listed in order of priority. Taken together, excluding the Office of Personnel, these positions constitute Standard Support Package (SSP) 3. If the positions in the other directorate initiatives which SSP 3 supports are also reduced, we obviously have no problem with this aspect of the reduction.

- b. Office of Training and Education

Comment: These positions represent the Development Complement positions to be utilized for long-term language training.

- c. Office of Data Processing
- Office of Logistics
- Office of Training and Education
- Office of Medical Services
- Office of Security
- Office of Finance
- Office of Communications

Total

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Comment: Again, the cuts are listed in priority order. This reduction, taken from SSP 2, decreases the total Directorate of Administration positions in the package from [redacted]. There is no indication of a corresponding reduction in the initiatives which SSP 2 supports, i.e., [redacted] positions, and as a consequence, the level of support to match the Agency growth contained in these initiatives will be deficient to some degree. Any further reduction in support positions contained in SSP 2 would, I believe, destroy the integrity of the Standard Support Requirement concept.

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2. Please note that in the reductions concerning the SSPs, we have not interfered with the Office of Personnel (OP) positions contained therein (two OP positions in SSP 3 and three OP positions in SSP 2).

3. The above option for reductions represents our thinking at the moment. As we gain a clearer insight into the precise size of our reduction, I would plan on distributing our portion in accord with the realities of the requirements which exist at that time.

Harry E. Fitzwater

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